

MEMORANDUM FOR THE DIRECTOR

AGENDA

Director's Conference Room
Second Floor
Administration Building
on Wednesday, 14 November 1956

Report on Trip	MR. DULLES
Appointment of Mr. Gordon Stewart as Director of Personnel, 13 January 1957	MR. DULLES
Length of Cables	MR. DULLES
Responsiveness of Personnel to Recent Emergencies	GEN. CAHILL
Civil Defense, Battle Creek	GEN. CAHILL
Visit to Far East Stations	COL. WHEELER
Consolidated Charities Drive	MR. RICHMOND

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1. REPORT ON TRIP

Mr. Dulles opened the meeting at 1600 hours with a brief review of his recent round-the-world trip. He said that he had noted marked improvement in our technical competence overseas and that he was highly gratified by this. He indicated that some stations had complained that Headquarters was not answering cables and dispatches in an expeditious manner and that he found that some of these stations had not been submitting monthly letters to the Director as required, in which this situation normally would have been reported. He asked that Mr. Kirkpatrick make a check on the field stations to see whether they were sending in monthly letters, and was informed that this already has been done.

2. DDS REPORT OF TRIP TO FAR EAST

25X1 [] Col. White gave a brief report on the trip he and [] recently made in the Far East area. He said that he found the morale of personnel at the stations he visited generally on a high level and that support functions, such as the handling of property, housing and financial matters were being performed in a much better manner than he had noted previously. He did indicate however that there had been some concern evidenced by field personnel that they were not receiving a sufficiently early notification of their next assignment prior to departure from overseas. Consequently, there was a certain amount of anxiety on the part of some people as to whether they would have a job in Headquarters when they returned.

3. NEW DIRECTOR OF PERSONNEL

Mr. Dulles announced that Mr. Reynolds would complete his three year assignment as Director of Personnel on the 18th of January and that Mr. Gordon Stewart would replace him, effective that date for a three year tour.

4. LENGTH OF CABLES

Mr. Dulles indicated that our perennial problem on the length of cables was with us still and that this problem seemed to emanate in the field rather than Headquarters. The DCI requested Mr. Helms to arrange for people who return to Headquarters on temporary duty to receive the instruction on cable writing that is available in the Office of Training. He was informed that a four hour course of instruction had been taped recently for distribution overseas. Mr. Dulles then requested that he receive a report on the effectiveness of this training in the field. Mr. Amory then indicated that the detail in which some cables were received from particularly hot areas had been of great value in his organization in understanding the local situation more adequately and he would be reluctant to see instructions issued which might be misconstrued by the field and result in a cutback in valuable reporting from crisis areas.

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5. RESPONSIVENESS OF PERSONNEL TO RECENT EMERGENCIES

Gen. Cabell said that recent weeks had been particularly "hectic" and that he had been impressed by the alacrity with which people throughout the Agency had responded under present trying conditions. He said that people had been on the job at odd hours throughout the days and nights, on weekends and holidays, whenever their services were needed, and that he was always able to reach people to discuss problem situations when necessary. Mr. Dulles and Mr. Helms confirmed this and expressed their appreciation for it also.

6. CIVIL DEFENSE, BATTLE CREEK MICHIGAN

Gen. Cabell announced that he had recently attended a Civil Defense conference in Battle Creek, Michigan for the purpose of delivering an address. He briefed those present on intelligence matters pertaining to the world situation at that time. He was impressed at the interest shown in his remarks and by the seriousness with which those responsible for this work in Canada and the United States were approaching their jobs.

7. CONSOLIDATED CHARITIES DRIVE

Mr. Reynolds gave a report on the status of the Agency Consolidated Charities Drive. He indicated that our established goal had been exceeded by approximately 28% and that we would be able to give all participating organizations at least the amount we had given to them last year. He said that the Public Service Aid Society of the Agency had realized approximately \$5200. from the drive. Mr. Amory suggested that, in view of the world need for funds occasioned by recent developments, it might be appropriate for the Agency to increase the amount it gives to the Red Cross.

The meeting adjourned at 1625 hours.

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AGENDA
SENIOR STAFF MEETING

1 October 1956

✓ Agency Responsibility for Properly Representing Interests of the Intelligence Community	GENERAL CABELL
✓ Progress Report on DCI's Trip	GENERAL CABELL
✓ Undignified Posters	MR. WISNER
✓ Internal Coordination of CIA Intelligence Support to Policy Making Agencies and Committees	MR. AMORY
✓ Status of New Building	MR. LLOYD
✓ Consolidated Charities Drive	MR. REYNOLDS
✓ Recent Changes in the Civil Service Retirement Laws	MR. REYNOLDS
✓ Medical Benefits	MR. REYNOLDS
✓ District of Columbia Income Tax	Mr. HOUSTON
25X1 Admiral Conolly and Mr. Bruce	MR. KIRKPATRICK